

South Central Region 8 Workforce Board, Inc.

Request for Qualifications

For

WorkOne Coordinator

RFQ Issue Date: March 3, 2009

Key Dates:

Questions Due: March 12, 2009

Mandatory Applicants Conference: March 17, 2009

Application Due Date: 4:00 PM Bloomington Time, April 9, 2009

Award Announced: May 1, 2009

Contract Period: July 1, 2009 to June 30, 2011

I. Background and General Information

- A. The South Central Region 8 Workforce Board, Inc. (hereinafter the Board) issues this Request for Qualifications (RFQ) to procure an entity or individual capable of Coordinating WorkOne activities in the eight counties within Region 8. This is a full-time position.
- B. The Contractor shall provide the services of a WorkOne Coordinator by coordinating the activities provided by WorkOne staff, providing leadership to the Business Services WorkOne team, facilitating WorkKeys administration in the Region, Job Profiling and Skills Assessments, assisting with coordination and marketing of Job Fairs, and providing Rapid Response activities for mass dislocations in conjunction with the Regional Operator and WorkOne staff. A more detailed Statement of Work is included in this RFQ.
- C. The Board intends to be as inclusive as possible in this solicitation. The goal is to receive a wide variety of applications from entities or individuals interested and qualified to coordinate WorkOne activities within Region 8. The possible points available in the evaluation process are 100.
- D. It is the intent of the Board to house the individual at the Bloomington WorkOne office at no cost to the contractor.
- E. The resulting contract with the successful applicant will be for a period beginning July 1, 2009 to June 30, 2011. Based on performance and funding, the Board may renew the contract for an additional year, July 1, 2011 to June 30, 2012. The form of the contract will be a fixed price contract with performance benchmarks.
- F. The South Central Economic Growth Region 8 consists of Owen, Monroe, Brown, Greene, Lawrence, Daviess, Martin and Orange counties. Applicants are encouraged to visit the Board website at <http://www.southcentral8.org/> to learn more about Region 8. The Department of Workforce Development funds the various activities within the WorkOne. The major activities for the Coordinator are: WorkOne Activity Coordination, WorkKeys, Rapid Response, Business Services Team leadership and coordination with the Regional Operator. Respondents are encouraged to visit the Department of Workforce Development website at <http://www.in.gov/dwd/>
- G. The Board is seeking interested and qualified entities able to provide effective WorkOne Coordination in Region 8. The services delivered must meet the specifications of this RFQ. The Board anticipates contracting with one entity for these services. The entity selected should demonstrate the characteristics listed below.

➤ Flexibility

- Creativity
- Successful Similar Experience
- Understanding of the Statement of Work

- H. The Board reserves the right to make an award to any applicant or to make no awards, if that is deemed to serve the best interests of the Board and Region 8. The application process is competitive and follows government procurement rules.
- I. The Workforce Investment Act of 1998 (WIA, Public Law 105-220) provides the framework for a national workforce preparation system that is flexible, responsive, customer-focused and locally managed. The Board envisions a system that meets the needs of residents and businesses alike. The goal of programs under the Act is to increase employment, job retention, and earnings and develop the work potential of the residents of Region 8.
- J. This Request for Qualifications is not in itself an offer of work nor does it commit the Board to fund any applications submitted. The Board is not liable for any costs incurred in the preparation or research of applications.
- K. Successful applicants must negotiate a contract before the Board will make any final commitment.
- L. All commitments made by the Board are contingent upon the availability of funds.
- M. The Board assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws: Section 188 of the Workforce Investment Act of 1998; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; The Age Discrimination Act of 1975, as amended; and Title IX of the Education Amendments of 1972, as amended. The Board also assures that it will comply with 29 CFR part 37 and all other regulations implementing the laws listed above. This assurance applies to the WIA Title I financially assisted program or activity, and to all agreements that the Board makes to carry out the WIA Title I financially assisted program or activity. This WIA Title I funded program is an equal opportunity employer / program. Auxiliary aids and services will be made available upon request for individuals with disabilities.
- N. By submitting an application, all applicants are providing an assurance that they will comply with the above nondiscrimination and equal opportunity provisions.
- O. The applicant should note that under the requirements of the Freedom of Information Act, the contents of your application or other information submitted to the Board is subject to public release upon request, except those items specifically exempt from disclosure. The applicant shall mark as "proprietary" those parts of its application that it deems proprietary. However, the applicant is alerted that this marking is advisory only and not binding on the Board. If there is a request from

the public under F.O.I.A. to inspect any part of the application so marked, the Board will advise the applicant and request further justification in support of the "proprietary" marking. If the Board determines, after receipt of the justification, that the material is releasable, the applicant will be notified immediately. Under no circumstances will an application or any part of an application be released prior to the contract award decision.

- P. The Board will authorize the Region 8 Regional Operator to negotiate a contract for the provision of services arising from this RFQ. The Regional Operator shall direct the negotiation and contracting process.
- Q. The specifications in this RFQ may change based on issuance of State or Federal policy. The Region 8 Board will work with the successful applicant to implement any changes required by the State or Department of Labor or the State of Indiana. By submitting an application, the applicant agrees to work cooperatively with the Board and Regional Operator to comply with subsequent changes.
- R. By submitting an application the applicant certifies to his/her knowledge and belief that there is no conflict of interest (real or apparent) inherent in the application or in delivering the plan of work if the Board awards a contract. A conflict of interest would arise if any individual involved in the preparation of this RFQ, application review and rating or award decisions has a financial or other interest in or represents the applicant organization and would be likely to gain financially or personally from the award of a contract. The same would hold true for any member of the individual's family, partner, or an organization employing or about to employ any of the above as a direct result of the successful award of a contract under the RFQ. Applicants are prohibited from attempting to influence the award of a contract by contacting Board members or Elected Officials. The Board reserves the right to disqualify an application or cancel a contract should a conflict of interest be discovered.
- S. The applicant assures that it will be the provider of the services requested and will not subcontract significant functions to other entities if awarded a contract.
- T. The currently projected functions of the WorkOne Coordinator are listed in Section IV of this RFQ. This is a full time position or one full-time equivalent composed of qualified staff members.
- U. The WorkOne Coordinator will coordinate WorkOne activities in a functionally integrated regional system. Functionally integrated means that WorkOne staff are employed by the Indiana Department of Workforce Development and the WIA service provider staff located in various WorkOne offices throughout Region 8. Coordination means that the individual or entity selected will facilitate the flow of information within the WorkOne between and among managers, staff, partners, employers and community organizations. This is a complex function requiring judgment, experience and common sense.

- V. The WorkOne Coordinator works as an independent contractor. The entity selected will work closely with the Regional Operator. While the Coordinator may make recommendations to the Board and Regional Operator, the Coordinator does not provide services to WorkOne customers or make policy on behalf of the Board or Regional Operator.
- W. Bidders must maintain a financial management system that complies with generally accepted accounting principles. Financial records must be available for review and monitoring purposes.

II. Application Requirements

- A. Proposals must be received by 4:00 P.M. Bloomington time, April 9, 2009 in person or by mail at the address indicated. Proposals received after that time and date will be rejected. Please note that proposals must be received not postmarked prior to this deadline. Printed copies of the proposal must be submitted and proposals shall not be submitted by FAX.
- B. Submit four copies of your proposal on 8½”x 11” white bond. You may single space your proposal but margins must be at least an inch and font size must be no less than 12. One copy should be submitted unfolded and unstapled. In addition to printed copies of the proposal, please submit an electronic copy in Word via email to corcoranjfc@msn.com. Please ask for a confirmation email to ensure that we have received your electronic copy.
- C. Attachment A, an application cover page, should be completed and used as the cover page for the application.
- D. Attachment B Non-Collusion Affidavit needs to be signed and submitted.
- E. Attachment C Assurances and Certifications should be signed and submitted.
- F. Your response to the narrative section of the application is limited to no more than 10 pages. This page limitation is imposed for the sake of the reviewers of your application. This limitation does not include other sections of your application such as: Attachments A, B, and C. the Executive Summary will count toward the 10 page narrative limit.
- G. Applications will be submitted “Return Receipt Requested.” If hand delivered, the deliverer must have a prepared receipt for signature and time/date. Faxed or electronically transmitted applications will not be accepted. The transmitting envelope will be clearly marked “application” and addressed to:

John F. Corcoran, Regional Operator
South Central Region 8 Workforce Board
2597 W. Vernal Pike
Bloomington, IN 47404
812-332-4496

- H. Assemble your application using the following order. Use this as a checklist to ensure the proper order. Failure to follow RFQ instructions could result in rejection of your application.
 - ☐ Cover Page (Attachment A)
 - ☐ Executive Summary
 - ☐ Qualifications Narrative

- ❑ Resume
- ❑ Attachment B (Non-Collusion Affidavit)
- ❑ Attachment C (Assurances and Certifications)

I. Questions regarding this RFQ or the applicant's conference may be submitted in writing to John F. Corcoran, South Central Region 8 Workforce Board by email at corcoranjfc@msn.com. All questions will be responded to, compiled and shared with all applicants attending the mandatory applicant's conference. Questions will be accepted up to 5:00 PM EST March 12, 2009.

J. Applicants **must attend** the applicant's conference. All entities interested in submitting an application must have a representative present at the applicant's conference. Applications will not be accepted from entities that are not represented by an individual in attendance at the applicant's conference. The RFQ will be discussed and questions answered to the extent that answers are available. An electronic copy of the RFQ is available on line at <http://www.southcentral8.org/>. Following the applicants conference, the additional questions and answers will be researched, compiled and emailed to all potential applicants (those who attended the applicant's conference.) See below for information regarding the applicant conference.

APPLICANT CONFERENCE
WorkOne Bloomington
450 South Landmark Avenue
Bloomington, IN 47403
11:30 AM Bloomington time
March 17, 2009

K. Members of the Board, the Regional Operator and others designated by the Board will review applications. Funding recommendations will be developed and provided to the Board. The Board must approve all contract awards. An award decision is expected by May 1, 2009. A contract should be executed by June 30, 2009.

The application evaluation weights are listed below.

50% Experience and Past Performance
30% Understanding of Work to be performed
20% Proposed Cost

L. Appeals/Complaints: Applicants have the right to appeal any action or decision related to this RFQ. Appeals will be reviewed and investigated by the Board. The decision of the Board in such situations shall be final. Applicants wishing to make a formal appeal should do so in writing to:

John F. Corcoran, Regional Operator
South Central Region 8 Workforce Board
2597 W. Vernal Pike
Bloomington, IN 47404

III. Application Narrative

A. Experience - Application Evaluation 50%

The narrative of your application is limited to 10 pages. This limitation does not include any of the required attachments or the one page resume.

Please include a one page **Executive Summary** that allows the reader to understand key aspects of the applicant and the approach to providing the requested services.

1. Profile the Applicant

- a. What is the legal status of your organization?
- b. Describe your organization, the governance structure, length of existence, vision, mission, goals and major services currently offered.
- c. Provide a one page resume of the individual(s) available for this project. We prefer one key individual to be assigned to this work. This individual should perform the key functions of the WorkOne Coordinator. Other applicant staff may assist the WorkOne Coordinator with this function. (does not count toward 10 page limit)
- d. Provide an organizational chart or listing of individuals within your organization. (does not count toward 10 page limit)
- e. Provide three references of individuals outside of your organization familiar with the quality of prior services you have provided. Be sure to include current phone numbers and addresses.

2. History of Similar Work

- a. Applications must include information to demonstrate that the provider has a record of success in delivering similar services or projects. Describe your related experiences and qualifications.
- b. Describe your knowledge and experience with programs funded by the Department of Workforce Development, and the US Department of Labor.

B. Understanding of Work to be Performed 30%

- a. Describe your understanding of the Region 8 workforce development structure, services, funding and contractors.
- b. Describe your understanding of workforce challenges and opportunities in Region 8.
- c. Describe how you would implement the Statement of Work contained in this application.
- d. Describe how the work of the WorkOne Coordinator will help the WorkOne system in Region 8 meet performance standards and outcome expectations.
- e. Describe how the WorkOne Coordinator will help implement the integration of various partner programs in Region 8 consistent with the State of Indiana plan and Region 8 plan.

C. Proposed Fee 20%

- a. Provide a fixed fee for the proposed services.
- b. The proposed fee should be an all-inclusive fee that includes your cost for compensation, travel, supplies and other costs. There is no need to break this fee down to component costs.

IV. Statement of Work

WorkOne Coordinator

The WorkOne Coordinator shall be responsible for coordination of the following activities and information. The specific work and activity will be provided by locally based State DWD staff or WIA service provider staff. It will be the responsibility of the WorkOne Coordinator to ensure that WorkOne management is informed and operates as a team. The WorkOne Coordinator advises the Regional Operator and Board regarding Regional WorkOne activities in the following areas.

Rapid Response

- 1. Close coordination with the state Rapid Response coordinator and Regional Operator.
- 2. Ensure employer is contacted within twenty-four (24) hours of receipt of a WARN notice to schedule an onsite meeting.
- 3. Attend on-site meetings

4. Facilitate worker transition committee meetings
5. Collect surveys and disseminate the results
6. Coordinate and facilitate worker orientation session using the uniform orientation presentation
7. Advise employers or unions about the TAA program and assist with filing a petition
8. Submit regular reports to the Regional Operator for the state Rapid Response Coordinator
9. Attend meetings and training sessions as required
10. Coordinate the delivery of Rapid Response Services to dislocated workers.

WorkKeys

1. Market the WorkKeys program to employers and other stakeholders and assist in the coordination of this program throughout the Region.
2. Serves as the primary local contact for inquiries

Business Services Team

1. The Coordinator will be the focal point for the Regional Business Services Team
2. The Coordinator leads the Business Services Team which markets the WorkOne to employers, community organizations and the public in Region 8.

WorkOne Information

1. The Coordinator facilitates the dissemination of information from the Regional Operator, Department of Labor, State of Indiana, community and the partners within the WorkOne.
2. The Coordinator may conduct training of staff or partners from time to time on a variety of programs.
3. The Coordinator may provide reports as determined by the Regional Operator to the Board.

Integration

Integration is the process of combining and coordinating WorkOne staff resources (State and Local staff) to provide seamless WorkOne services to customers.

1. The WorkOne Coordinator will ensure that Regional WorkOne staff continuously refine their processes to achieve an efficient service delivery system.
2. The WorkOne Coordinator will work with staff to analyze problems and recommend solutions to the Regional Operator.

3. The WorkOne Coordinator will participate as a member of the Leadership Team to ensure consistent and effective Region wide services are provided in the WorkOne offices.

Indiana Career Connect

1. Indiana Career Connect is the State Job Matching system. The Coordinator will be the Regional trainer of staff for I.C.C.
2. The Coordinator ensures that the Business Services Team informs members of the community regarding I.C.C.
3. The Coordinator will generate reports from I.C.C. and provide summary report information to the Regional Operator.

Attachment A

APPLICATION COVER SHEET

Organization's Legal Name			
Contact Person:			
Address			
Telephone		Fax	
E-mail		Cell	
Federal ID #			

Check all applicable boxes:

For Profit Corporation		Sole Proprietorship	
Not-for-profit Corporation		Faith-Based Organization	
Partnership		State Agency	
Educational Institution		Labor Organization	
Business Association		Community Based Organization	
Other Public Agency (Specify)		Other	

_____ Authorized Signature		_____ Date
Print Name:		
Title:		

Attachment B

Non-Collusion Affidavit

State of Indiana

County of _____

The respondent is hereby giving oath that it has not, in any way, directly or indirectly, entered into any arrangement or agreement with any other respondent or with any officer or employee of the Region 8 Workforce Board whereby it has paid or will pay to such other respondent or officer or employee any sum of money or anything of real value whatever; and has not, directly or indirectly, entered into any arrangement or agreement with any other respondent or respondents which tends to or does lessen or destroy free competition in the letting of the agreement sought for by the attached response; that no inducement of any form or character other than that which appears on the face of the response will be suggested, offered, paid, or delivered to any person whomsoever to influence the acceptance of the said response or awarding of the agreement, nor has this respondent any agreement or understanding of any kind whatsoever, with any person whomsoever, to pay, deliver to, or share with any other person in any way or manner any of the proceeds of the agreement sought by this response.

Signature of Authorized Representative

Print or Type Name

Subscribed and sworn to me this day ____ day of _____

Notary Public

County of

Commission Expiration Date

Attachment C

Assurances and Certifications

The authorized representative agrees to comply with all applicable State and Federal laws and regulations governing the Workforce Investment Act, Workforce Investment Boards, Regional Workforce Boards and any other applicable laws and regulations.

In addition, the authorized representative assures, certifies and understands that:

1. The proposing organization has not been debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs.
2. The proposing organization possesses legal authority to offer the attached application.
3. A resolution, motion, or similar action has been duly adopted or passed as an official act of the organization's governing body authorizing the submission of this application.
4. A drug free workplace will be maintained in accordance with the State of Indiana requirements.

Signature of Authorized Representative

Print or Type Name

Date